



CERTIFICATION REGARDING FY 2015 CDBG RFP SUBMISSION (PS APPLICANTS)

The undersigned acknowledges the following:

1. That the applicant confirms receipt of written notification from the CDBG Program Office of their eligibility to participate in this FY 2015 RFP process, based on their participation in the FY 2015 RFQ process.
2. That the applicant confirms that program and fiscal staff have attended a minimum of one session of the Mandatory FY 2015 CDBG RFP Workshop for Public Services Projects and signed the attendance log, as required. Applicant understands that if such attendance cannot be verified by the CDBG Program Office, this RFP will be deemed “ineligible” and will not be forwarded for FY 2015 CDBG Program funding consideration per Council Policy 700-02.
3. That, to the best knowledge and belief, all factual information provided is true and correct and all estimates are justifiable. This RFP and all attachments are complete and accurate.
4. That submittal of a RFP for this project is not a guarantee of funding from the City of San Diego.
5. That the proposed project described in this application meets the following National Objective: Benefits low- or moderate-income (LMI) persons, governing the use of CDBG funds per 24 CFR 570.208, Section A.
6. That all CDBG-funded activities shall be within the boundaries of the City of San Diego and/or benefit City of San Diego residents.
7. That no revised RFPs may be made in connection with this RFP process once the deadline for the RFP submittal has passed, unless revisions and/or additional documentation are mandated by the CDBG Program Office during their RFP review process.
8. That a RFP scoring criteria has been implemented for the FY 2015 CDBG RFP process. Eligible FY 2015 CDBG RFP submittals will be forwarded to the City’s Consolidated Plan Advisory Board for review and scoring. Applicant understands that there is no appeals process for final scores issued by each Advisory Board member. Funding recommendations will be based on the total score received for each RFP reviewed. The funding recommendations will be forwarded to City Council for approval.
9. That RFPs determined to be “ineligible” by the CDBG Program Office will not be forwarded to the Consolidated Plan Advisory Board for FY 2015 CDBG Program funding consideration.
10. That past program and financial performance will be considered in reviewing this RFP.
11. That should the CDBG Program Office be unable to determine program and/or fiscal eligibility based on review of this RFP and supporting documents, the applicant understands that this RFP shall be deemed “ineligible” and will not be forwarded for FY 2015 CDBG Program funding consideration.
12. That, if the project is funded, the City of San Diego reserves the right to reduce and/or cancel the allocation if federal entitlements are canceled, reduced, or rescinded.



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(PS APPLICANTS)**

13. That the project may be approved at a smaller level of funding than was requested, based on the amount of FY 2015 CDBG funding available to award.
14. That a project's FY 2015 CDBG funding approval does not guarantee its continuation in the City's subsequent action plans. Applicant understands that awarded CDBG funds are NOT an ongoing source of operating support. Even if approved for FY 2015 funding, there is no guarantee that approved projects will receive funding in future years.
15. That, if the project is funded, a written executed contract that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the applicant and the City of San Diego.
16. That, if the project is funded, the applicant shall comply with all federal and City policies and requirements, City procedures must be followed, as applicable to the CDBG Program.
17. That, if the project is funded, all required federal and City certifications and assurances shall be adhered to.
18. That, if the project is funded, the applicant shall not use CDBG funds for grant writing, fundraising or lobbying per OMB Circular A-87.
19. That, if the project is funded, the applicant understands that CDBG funds may not be utilized to support inherently religious activities such as worship, religious instructions, or proselytization. Applicant understands that CDBG funds can only be utilized to pay for activities attributable to CDBG-eligible activities and the project must serve all eligible beneficiaries without regard to religion.
20. That, if the project is funded, the applicant understands that Fair Housing materials/ brochures must be posted and/or accessible at the program locations. Applicant also understands that project facilities may be reviewed for compliance with Section 504 and ADA requirements.
21. That, if the project is funded, the City will perform a National Environmental Policy Act (NEPA) review prior to the obligation of funds (execution of a written agreement).
22. That proof of required insurance coverage will be submitted to the City prior to the execution of a written agreement. Applicant understands that the execution of a written agreement will be delayed until proof of required insurance is submitted to the City.
23. That, if the project is funded, sufficient funds are available from non-CDBG sources to complete the project as described on a reimbursement basis.
24. That, if the project is funded, the applicant understands that the most recent financial statement (immediate prior fiscal year end) and tax forms must be submitted as required by the CDBG Program Office. The allocation reserved for applicant's project will be assigned to another project if the designated deadline is not met. No exceptions will be made. Services will not be approved for implementation until these fiscal documents can be reviewed to determine compliance with the CDBG Program's fiscal requirements.
25. That, if the project is funded, the proposed services/activities listed in this RFP may be implemented without delay upon the execution of a written agreement between the City of San Diego and the applicant.



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26. That the applicant is fully capable of fulfilling its obligation under this RFP.
27. That the proposed funding requested represents the amount needed to complete the project by June 30, 2015. All written agreements shall expire on June 30, 2015.
28. That, if the project is funded, the applicant understands that a request to revise the "project category" OR "project description" listed in this RFP will not be accepted by the CDBG Program Office.
29. That, if the project is funded, the applicant understands that CDBG funds are provided on a reimbursement basis and that required Monthly Programmatic Reports and supporting documentation must be reviewed and accepted by an assigned CDBG Project Manager prior to approval of reimbursement payment to the applicant.
30. That, if the project is funded, the applicant understands that CDBG funds are provided on a reimbursement basis and that required Requests for Reimbursement reports and supporting documentation must be reviewed and accepted by the CDBG Project Manager and the CDBG Fiscal Unit, pursuant to HUD's Playing by the Rules Handbook and the CDBG Program Operating Manual, prior to approval of payment to the applicant.
31. That the applicant understands that all CDBG funds allocated to projects must be expended June 30, 2015, or such funds will be presented to City Council for reprogramming.
32. That the applicant does not have any unresolved audit findings for prior CDBG and/or other federal-funded projects.
33. That the applicant understands that the City may verify any or all statements contained in this RFP submittal packet, and that any intentionally false information or omission may disqualify the applicant from consideration for CDBG funding in the current and future years.
34. That the applicant understands that, upon submission, this RFP submittal packet becomes the property of the City of San Diego and will not be returned to the applicant in whole or in part.
35. That the undersigned has reviewed this RFP submittal packet for completeness and accuracy and has approved the description, performance goals, budget, and other aspects of the described project listed in this RFP.
36. That, if the project is funded, the applicant understands that the CDBG Program Office reserves the right to require final revisions to proposed scope of work/services and/or budget line items prior to the execution of a written agreement utilizing FY 2015 CDBG funds.
37. That, if the project is funded, the applicant agrees to accept and execute the City's boilerplate agreement for the funding.
38. That the applicant possesses the legal authority to apply for CDBG funds and to implement the proposed project and the governing body of the applicant agency authorizes the submission of this RFP submittal packet.



THE CITY OF SAN DIEGO

**CERTIFICATION REGARDING FY 2015 CDBG RFP SUBMISSION
(PS APPLICANTS)**

By signature below, the applicant acknowledges the information listed on this form.

Name of Agency

Signature of Authorized Signing Official/Representative

Date

Print/Type Name of Authorized Signing Official/Representative

Job Title of the Official/Representative



**CERTIFICATION REGARDING FY 2015 CDBG RFP SUBMISSION
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The undersigned acknowledges the following:

1. That the applicant confirms receipt of written notification from the CDBG Program Office of their eligibility to participate in this FY 2015 RFP process, based on their participation in the FY 2015 RFQ process.
2. That the applicant confirms that program and fiscal staff have attended a minimum of one session of the Mandatory FY 2015 CDBG RFP Workshop for Community/Economic Development Projects and signed the attendance log, as required. Applicant understands that if such attendance cannot be verified by the CDBG Program Office, this application will be deemed "ineligible" and will not be forwarded for FY 2015 CDBG Program funding consideration per Council Policy 700-02.
3. That, to the best knowledge and belief, all factual information provided is true and correct and all estimates are justifiable. This RFP and all attachments are complete and accurate.
4. That submittal of a RFP for this project is not a guarantee of funding from the City of San Diego.
5. That the proposed project described in this application meets the following National Objective: Benefits low- or moderate-income (LMI) persons, governing the use of CDBG funds per 24 CFR 570.208, Section A.
6. That all CDBG-funded activities shall be within the boundaries of the City of San Diego and benefit City of San Diego residents. Applicants for Direct Homeownership Assistance and Microenterprise Assistance activities understand that 100% of the clients assisted must be LMI persons/households.
7. That no revised RFPs may be made in connection with this RFP process once the deadline for the RFP submittal has passed, unless revisions and/or additional documentation are mandated by the CDBG Program Office during their RFP review process.
8. That a RFP scoring criteria has been implemented for the FY 2015 CDBG RFP process. Eligible FY 2015 CDBG RFP submittals will be forwarded to the City's Consolidated Plan Advisory Board for review and scoring. Applicant understands that there is no appeals process for final scores issued by each Advisory Board member. Funding recommendations will be based on the total score received for each RFP reviewed. The funding recommendations will be forwarded to City Council for approval.
9. That RFPs determined to be "ineligible" by the CDBG Program Office will not be forwarded to the Consolidated Plan Advisory Board for FY 2015 CDBG Program funding consideration.
10. That past program and financial performance will be considered in reviewing this RFP.
11. That should the CDBG Program Office be unable to determine program and/or fiscal eligibility based on review of this RFP and supporting documents, the applicant understands that this RFP shall be deemed "ineligible" and will not be forwarded for FY 2015 CDBG Program funding consideration.
12. That, if the project is funded, the City of San Diego reserves the right to reduce and/or cancel the allocation if federal entitlements are canceled, reduced, or rescinded.



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13. That the project may be approved at a smaller level of funding than was requested, based on the amount of FY 2015 CDBG funding available to award.
14. That a project's FY 2015 funding does not guarantee its continuation in the City's subsequent action plans. Applicant understands that awarded CDBG funds are NOT an ongoing source of operating support. Even if approved for FY 2015 funding, there is no guarantee that approved projects will receive funding in future years.
15. That, if the project is funded, a written executed contract that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the applicant and the City of San Diego.
16. That, if the project is funded, the applicant shall comply with all federal and City policies and requirements, City procedures must be followed, as applicable to the CDBG Program.
17. That, if the project is funded, all required federal and City certifications and assurances shall be adhered to.
18. That, if the project is funded, the applicant shall not use CDBG funds for grant writing, fundraising or lobbying per OMB Circular A-87.
19. That, if the project is funded, the applicant understands that CDBG funds may not be utilized to support inherently religious activities such as worship, religious instructions, or proselytization. Applicant understands that CDBG funds can only be utilized to pay for activities attributable to CDBG-eligible activities and the project must serve all eligible beneficiaries without regard to religion.
20. That, if the project is funded, the applicant understands that Fair Housing materials/ brochures must be posted and/or accessible at the program locations. Applicant also understands that project facilities may be reviewed for compliance with Section 504 and ADA requirements.
21. That, if the project is funded, the City will perform a National Environmental Policy Act (NEPA) review prior to the obligation of funds (execution of a written agreement).
22. That proof of required insurance coverage will be submitted to the City prior to the execution of a written agreement. Applicant understands that the execution of a written agreement will be delayed until proof of required insurance is submitted to the City.
23. That, if the project is funded, sufficient funds are available from non-CDBG sources to complete the project as described on a reimbursement basis.
24. That, if the project is funded, the applicant understands that the most recent financial statement (immediate prior fiscal year end) and tax forms must be submitted as required by the CDBG Program Office. The allocation reserved for applicant's project will be assigned to another project if the designated deadline is not met. No exceptions will be made. Services will not be approved for implementation until these fiscal documents can be reviewed to determine compliance with the CDBG Program's fiscal requirements.
25. That, if the project is funded, the proposed services/activities listed in this RFP may be implemented without delay upon the execution of a written agreement between the City of San Diego and the applicant.
26. That the applicant is fully capable of fulfilling its obligation under this RFP.



**CERTIFICATION REGARDING FY 2015 CDBG RFP SUBMISSION
(CED APPLICANTS)**

27. That the proposed funding requested represents the amount needed to complete the project within a period of one year, not to exceed 18 months from the start of FY 2015 (July 1, 2014).
28. That, if the project is funded, the applicant understands that a request to revise the "project category" OR "project description" listed in this RFP will not be accepted by the CDBG Program Office.
29. That, if the project is funded, the applicant understands that CDBG funds are provided on a reimbursement basis and that required Monthly Programmatic Reports and supporting documentation must be reviewed and accepted by an assigned CDBG Project Manager prior to approval of reimbursement payment to the applicant.
30. That, if the project is funded, the applicant understands that CDBG funds are provided on a reimbursement basis and that required Requests for Reimbursement reports and supporting documentation must be reviewed and accepted by the CDBG Project Manager and the CDBG Fiscal Unit, pursuant to HUD's Playing by the Rules Handbook and the CDBG Program Operating Manual, prior to approval of payment to the applicant.
31. That the applicant understands that all CDBG funds allocated to projects must be expended within 18 months from the start of FY 2015 (July 1, 2014), or such funds will be presented to City Council for reprogramming.
32. That the applicant does not have any unresolved audit findings for prior CDBG and/or other federal-funded projects.
33. That the applicant understands that the City may verify any or all statements contained in this RFP submittal packet, and that any intentionally false information or omission may disqualify the applicant from consideration for CDBG funding in the current and future years.
34. That the applicant understands that, upon submission, this RFP submittal packet becomes the property of the City of San Diego and will not be returned to the applicant in whole or in part.
35. That the undersigned has reviewed this RFP submittal packet for completeness and accuracy and has approved the description, performance goals, budget, and other aspects of the described project listed in this RFP.
36. That, if the project is funded, the applicant understands that the CDBG Program Office reserves the right to require final revisions to proposed scope of work/services and/or budget line items prior to the execution of a written agreement utilizing FY 2014 CDBG funds.
37. That, if the project is funded, the applicant agrees to accept and execute the City's boilerplate agreement for the funding.
38. That the applicant possesses the legal authority to apply for CDBG funds and to implement the proposed project and the governing body of the applicant agency authorizes the submission of this RFP submittal packet.



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By signature below, the applicant acknowledges the information listed on this form.

Name of Agency

Signature of Authorized Signing Official/Representative

Date

Print/Type Name of Authorized Signing Official/Representative

Job Title of the Official/Representative



The undersigned acknowledges the following:

1. That the applicant confirms receipt of written notification from the CDBG Program Office of their eligibility to participate in this FY 2015 RFP process, based on their participation in the FY 2015 RFQ process.
2. That the applicant confirms that program and fiscal staff has attended a minimum of one session of the Mandatory FY 2015 CDBG RFP Workshop for Capital Improvement Projects and signed the attendance log, as required. Applicant understands that if such attendance cannot be verified by the CDBG Program Office, this application will be deemed "ineligible" and will not be forwarded for FY 2015 CDBG Program funding consideration per Council Policy 700-02.
3. That, to the best knowledge and belief, all factual information provided is true and correct and all estimates are justifiable. This RFP and all attachments are complete and accurate.
4. That submittal of a RFP for this project is not a guarantee of funding from the City of San Diego.
5. That the proposed project described in this application meets the following National Objective: Benefits low- or moderate-income (LMI) persons, governing the use of CDBG funds per 24 CFR 570.208, Section A.
6. That the proposed project represents final facility improvements necessary to be completed and does not represent phased activities (continuous funding requests to complete improvements to the same facility).
7. That all CDBG-funded activities shall be within the boundaries of the City of San Diego and benefit City of San Diego residents. Applicants for Housing Rehabilitation activities understand that 100% of the households assisted must be LMI households.
8. That no revised RFPs may be made in connection with this application once the deadline for applications has passed, unless revisions and/or additional documentation are mandated by the CDBG Program Office during their RFP review process.
9. That a RFP scoring criteria has been implemented for all FY 2015 CDBG RFP process. Eligible FY 2015 CDBG RFP submittals will be forwarded to the City's Consolidated Plan Advisory Board for review and scoring. Applicant understands that there is no appeals process for final scores issued by each Advisory Board member. Funding recommendations will be based on the total score received for each RFP reviewed. The funding recommendations will be forwarded to City Council for approval.
10. That applications determined to be "ineligible" by the CDBG Program Office will not be forwarded to the Consolidated Plan Advisory Board for FY 2015 CDBG Program funding consideration.
11. That past program and financial performance will be considered in reviewing this RFP.
12. That should the CDBG Program Office be unable to determine program and/or fiscal eligibility based on review of this RFP and supporting documents, the applicant understands that this RFP shall be deemed "ineligible" and will not be forwarded for FY 2015 CDBG Program funding consideration.



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13. That, if the project is funded, the City of San Diego reserves the right to reduce and/or cancel the allocation if federal entitlements are canceled, reduced, or rescinded.
14. That, if the project is funded, CDBG improvements completed on public facilities and housing structures must be maintained in the same capacity and use as funded for a period of no less than five (5) years after the project is formally closed out by the CDBG Program Office. The CDBG Program Office reserves the right to inspect the facility during the five (5) year period to substantiate compliance.
16. That, if the project is funded, a written executed contract that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the applicant and the City of San Diego.
17. That, if the project is funded, the applicant shall comply with all federal and City policies and requirements, City procedures must be followed, as applicable to the CDBG Program.
18. That, if the project is funded, all required federal and City certifications and assurances shall be adhered to.
19. That, if the project is funded, the applicant shall not use CDBG funds for grant writing, fundraising or lobbying per OMB Circular A-87.
20. That, if the project is funded, the applicant understands that CDBG improvements completed may not be utilized to support inherently religious activities such as worship, religious instructions, or proselytization. Applicant understands that CDBG funds can only be utilized to support activities attributable to CDBG-eligible activities and the project must serve all eligible beneficiaries without regard to religion. In addition, any portion of the facility improved with CDBG funds must be limited to secular activities and cannot be shared with parishioners.
21. That, if the project is funded, the applicant understands that Fair Housing materials/ brochures must be posted and/or accessible at the program locations. Applicant also understands that project facilities may be reviewed for compliance with Section 504 and ADA requirements.
22. That, if the project is funded, the City will perform a National Environmental Policy Act (NEPA) review prior to the obligation of funds (execution of a written agreement).
23. That proof of required insurance coverage will be submitted to the City prior to the execution of a written agreement. Applicant understands that the execution of a written agreement will be delayed until proof of required insurance is submitted to the City.
25. That, if the project is funded, sufficient funds are available from non-CDBG sources to complete the project as described on a reimbursement basis.
26. That, if the project is funded, the applicant understands that the most recent financial statement (immediate prior fiscal year end) and tax forms must be submitted as required by the CDBG Program Office. The allocation reserved for applicant's project will be assigned to another project if the designated deadline is not met. No exceptions will be made. Services will not be approved for implementation until these fiscal documents can be reviewed to determine compliance with the CDBG Program's fiscal requirements.



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27. That, if the project is funded, the proposed activities listed in this RFP may be implemented without delay upon the execution of a written agreement between the City of San Diego and the applicant.
28. That the applicant is fully capable of fulfilling its obligation under this application.
29. That the proposed funding requested represents the amount needed to complete the project within 18 months from the start of FY 2015 (July 1, 2014).
30. That, if the project is funded, the applicant understands that a request to revise the "project category" OR "project description" listed in this RFP will not be accepted by the CDBG Program Office.
31. That, if the project is funded, the applicant understands that CDBG funds are provided on a reimbursement basis and that required Monthly Programmatic Reports and supporting documentation must be reviewed and accepted by an assigned CDBG Project Manager prior to approval of reimbursement payment to the applicant.
32. That, if the project is funded, the applicant understands that CDBG funds are provided on a reimbursement basis and that required Requests for Reimbursement reports and supporting documentation must be reviewed and accepted by the CDBG Project Manager and the CDBG Fiscal Unit, pursuant to HUD's Playing by the Rules Handbook and the CDBG Program Operating Manual, prior to approval of payment to the applicant.
33. That the applicant understands that all CDBG funds allocated to projects must be expended within 18 months from the start of FY 2015 (July 1, 2014), or such funds will be presented to City Council for reprogramming.
34. That the applicant does not have any unresolved audit findings for prior CDBG and/or other federal-funded projects.
35. That the applicant understands that the City may verify any or all statements contained in this RFP submittal packet, and that any intentionally false information or omission may disqualify the applicant from consideration for CDBG funding in the current and future years.
36. That the applicant understands that, upon submission, this RFP submittal packet becomes the property of the City of San Diego and will not be returned to the applicant in whole or in part.
37. That the undersigned has reviewed this RFP submittal packet for completeness and accuracy and have approved the description, performance goals, budget, and other aspects of the described project listed in this application.
38. That, if the project is funded, the applicant understands that the CDBG Program Office reserves the right to require project site inspections by CDBG staff and final revisions to proposed scope of work and/or budget line items prior to the execution of a written agreement utilizing FY 2015 CDBG funds.
39. That, if the project is funded, the applicant agrees to accept and execute the City's boilerplate agreement for the funding.
40. That the applicant possesses the legal authority to apply for CDBG funds and to implement the proposed project and the governing body of the applicant agency authorizes the submission of this RFP submittal packet.



**CERTIFICATION REGARDING FY 2015 CDBG RFP SUBMISSION
(CIP APPLICANTS)**

By signature below, the applicant acknowledges the information listed on this form.

Name of Agency

Signature of Authorized Signing Official/Representative

Date

Print/Type Name of Authorized Signing Official/Representative

Job Title of the Official/Representative

Current Roster of Board Members & Professions

Provide a roster of the members of your agency's Board of Directors and their professions by filling out the table below:

[illegible]

[illegible]



**CERTIFICATION REGARDING USE OF REAL PROPERTY
FY 2015 CDBG RFP PROCESS**

The standards described in this certification apply to real property within the owner's control which was acquired or improved in whole or in part using CDBG funds in excess of \$25,000. These standards shall apply from the date CDBG funds are first spent for the property until five years after closeout of an owner's participation in the entitlement CDBG program or, until five years after the closeout of the grant from which the assistance to the property was provided per 24 CFR Part 570.505.

- A. An owner may not change the use or planned use of any such property (including the beneficiaries of such use) from that for which the acquisition or improvement was made unless the City provides affected citizens with reasonable notice of, and opportunity to comment on, any proposed change, and either:
 - 1. The new use of such property qualifies as meeting one of the national objectives in § 570.208 (formerly § 570.901) and is not a building for the general conduct of government; or
 - 2. The requirements in paragraph B. of this certification are met.
- B. If the City determines, after consultation with affected citizens, that it is appropriate to change the use of the property to a use which does not qualify under paragraph A.1. of this certification, it may retain or dispose of the property for the changed use if the City's CDBG program is reimbursed in the amount of the current fair market value of the property, less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, and improvements to, the property.
- C. If the change of use occurs after closeout, the provisions governing income from the disposition of the real property in § 570.504(b)(4) or (5), as applicable, shall apply to the use of funds reimbursed.
- D. Following the reimbursement of the CDBG program in accordance with paragraph (b) of this certification, the property no longer will be subject to any CDBG requirements.

Certification

Property Owner, as listed below, certifies that the Agency listed below is authorized to use the listed property as described in the FY 2015 CDBG RFP for a minimum of five (5) years after closeout. CDBG Program Office reserves the right to inspect such facilities during the five (5) year period to substantiate compliance.

Address of Property

Name of Property Owner (Print Name/Title)

Signature of Property Owner

Date

Name of Agency Authorized to Use Above Listed Property



**CERTIFICATION REGARDING PROPERTY OWNER
AUTHORIZATION TO COMPLETE CDBG ACTIVITIES ON PROPERTY
FY 2015 CDBG RFP PROCESS**

Property Owner, as listed below, certifies that the Agency listed below is authorized to complete CDBG activities as described in the FY 2015 CDBG RFP submittal packet.

Project Name Listed on FY 2014 CDBG Program Application

Address of Property

Name of Property Owner (Print Name/Title)

Signature of Property Owner

Date

Name of Agency Authorized to Use Above Listed Property